

[Company Logo Here]

February 5, 2021

To Whom It May Concern:

The holder of this letter [name of team member here] is an employee of [name of restaurant], and works in one of the five New York City Boroughs (the Bronx, Brooklyn, Manhattan, Queens and Staten Island). This letter has been provided by [name of restaurant] as proof of employment for receiving the COVID-19 vaccine as permitted by local vaccination rollout and distribution plans.

[Name of restaurant here] is a restaurant providing essential services to the public by providing takeout and delivery meal service that cannot be performed remotely, and is continuing to operate during the COVID-19 pandemic in accordance with applicable federal, state and local orders and guidance.

The holder of this letter is a valued employee of [name of restaurant] and is providing necessary and essential services to prepare and distribute meals.

We appreciate your leadership and support during this challenging time. If you have any questions, please feel free to contact [name and contact here – optional].

Sincerely,

[Restaurant name here]